

Monthly Record of Work Search

Instructions for Completing the Monthly Record of Work Search

You can report your work search efforts online through the Michigan Web Account Manager (MiWAM) by visiting www.michigan.gov/uia and click on the MiWAM logo and sign in or chose "Sign Up for Claimant Online Services" or by completing and submitting this form in the manner identified below. If you do not complete and submit this form monthly, a determination will be made on your eligibility for those week(s) you were paid but did not submit a work search form. This may have an effect on your eligibility for future payments and/or you may be required to pay back the benefits you were paid for the week(s) in question, plus any applicable interest and penalties.

The following information must be completed on the Work Search form in order to continue to receive benefit payments.

- **Week Ending Date** – these dates are for the weeks you are claiming. The dates start on Sunday and end on Saturday. Write the Saturday date for each week.
- **Date of Contact** – the dates of your work search must fall within the week ending (Sunday through Saturday) date for each week.
- **Name of Employer** – write the name, if known, or the online job search site, or employment service or agency that was contacted. If the search was done online and the employer was not specified enter the name of the search engine, employment service or employment agency.
- **Employer Address/Online Location** – enter the location where work was sought: physical address or online website address.
- **Name and Title of Person Contacted** – enter the name and title, if known, of the person contacted, or the area contacted (e.g., human resources department, website address), or indicate "not known."
- **Method of Contact** – enter how contact was made, (e.g., in person, phone, mail, fax, email, online, by résumé response to job ad, etc.)
- **Type of Work Applied for** – enter the type of work applied for (e.g., factory worker, retail sales, wait staff, truck driver, etc.)
- **Results** – enter results of work search, (e.g., submitted résumé and/or application, not accepting applications, not hiring, scheduled for interview, etc.)

IMPORTANT NOTE ABOUT NUMBER OF WORK SEARCHES PER WEEK

You must seek work with, and list at least two employers each week.

SUBMITTING YOUR WORK SEARCH: You must submit your completed work search online by logging into your MiWAM account, which can be located on the UIA home page at www.michigan.gov/uia, and clicking on the MiWAM logo or by mailing or faxing your completed work search to:

Warehouse/OMSC
14333 Woodrow Wilson
Detroit, MI 48238-2812
Fax Number: 1-517-636-0427

If you have any questions about this form or work search requirements, call 1-866-500-0017 (TTY customers use 1-866-366-0004) between 8:00 AM and 4:30 PM (Eastern Time) Monday through Friday.



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State Law requires that you engage in an active work search for each week you are claiming unemployment benefits. You must contact a minimum of two employers per week, and report the details and results of each work search effort online or on this form. Complete and submit this form on a **monthly basis** via mail, fax, online or an in-person visit to a Michigan Works Agency (MWA) location. State Law further provides that your work search effort is subject to random audit. To maintain benefit eligibility, you are urged to maintain records reflecting your attempts to secure employment, e.g., copies of mailed documents, emails, and other online confirmation.

Date Mailed/Faxed: _____

Enter your Social Security number

Name: _____

(Please print clearly and use black ink)

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Date of Contact	Name of Employer	Employer Address/ Online Location	Name and Title of Person Contacted	Method of Contact	Type of Work Applied for	Result (Application submitted, interview, hiring, not hiring, etc.)
First Week Ending Date: _____						
Second Week Ending Date: _____						
Third Week Ending Date: _____						
Fourth Week Ending Date: _____						

Your Certification: By signing this form, I am reporting my work searches for the week(s) shown above. The information reported on this form is true and correct to the best of my knowledge and belief. Under section 54 of the Michigan Employment Security Act, MCL 421.54, intentional misrepresentations of fact are subject to civil and criminal penalties, including an administrative penalty of up to 400% the amount of any unemployment benefits obtained through intentional misrepresentation and/or criminal prosecution in the form of a misdemeanor or a felony, as warranted.

Signature: _____ Date: _____

